

**APPLICATION FOR US ARMY NAF EMPLOYEE 401(k) SAVINGS PLAN****PAYOUT FORM**

<b>1. EMPLOYEE NAME</b>		<b>2. SEX</b>	<b>3. STANDARD NAF #</b>	<b>4. PLAN NUMBER</b>																									
<b>5. COMPLETE MAILING ADDRESS</b>			<b>6. SOCIAL SECURITY #</b>	<b>7. FIRST CONTRIBUTION</b>																									
ADDR1			<b>8. DATE OF BIRTH (DOB)</b>	<b>9. REGULAR APPT. DATE</b>																									
			<b>10. VESTING DATE</b>	<b>11. TERMINATION DATE</b>																									
CITY	STATE	ZIP																											
<b>12. WITHDRAWAL REASON (SELECT ONE ONLY)</b>																													
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<b>14. AUTHORIZATION</b>																													
I HEREBY AUTHORIZE THE PAYOUT AMOUNT STATED ABOVE. I UNDERSTAND THAT ALL WITHDRAWALS WILL BE REPORTED TO THE INTERNAL REVENUE SERVICE (IRS).																													
<b>PARTICIPANT SIGNATURE</b>		<b>DATE</b>																											
<b>CPU SIGNATURE</b>		<b>DATE</b>																											
<b>NAME AND ADDRESS OF CPU</b>																													
<b>INCLUDE CPU TELEPHONE #</b>																													

EBB 401(K) PAYOUT FORM (AUG 92) EDITION OF OCT 91 IS OBSOLETE

PLAN # 90076

DISTRIBUTION:

OPF

EMPLOYEE BENEFITS OFFICE

EMPLOYEE

## DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)

**AUTHORITY:** Internal Revenue Code, Section 401(k)

**PRINCIPAL PURPOSE(S):** To disburse the funds of the participants of the Army NAF Employee 401(k) Savings Plan

**ROUTINE USES:** To verify current participation and eligibility for withdrawal of funds.

**MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL FOR NOT PROVIDING INFORMATION:** Disclosure is voluntary. Failure to provide information will result in employee not receiving his/her accrued benefits of the Army NAF Employee 401(k) Savings Plan.

## INSTRUCTIONS FOR COMPLETING EBB 401(K) PAYOUT FORM

(SEND COPIES TO: USANAF EMPLOYEE BENEFITS, P.O. BOX 107, ARLINGTON, VA 22210-0107 AND NAF FINANCIAL SERVICES, TEXARKANA, TX)

### ITEM

1. Enter last name, first name and middle initial
2. Self explanatory
3. Enter standard NAFI number (SNN) assigned in accordance with AR 215-1, Appendix G or provide the installation code and work center from the earnings and leave statement
4. No entry needed.
5. Complete mailing address that employee wants distribution to be mailed.
6. Self explanatory
7. Obsolete
8. Self explanatory
9. Enter earliest date in an eligible status (regular appointment date)
10. Obsolete
11. Enter date separated from employment or date employee entered an ineligible status (i.e. flexible appointment)
12. Select the appropriate withdrawal reason. If withdrawal is due to a hardship, the appropriate reason box must be selected. The employee must attach evidence of hardship such as medical bills, foreclosure notice, tuition bill, or proposed contract for primary residence. Employee must suspend contributions to the Plan for 12 months after receipt of hardship distribution. After the 1 year waiting period is completed, the employee must complete a new 401(k) enrollment form. The maximum the employee may contribute in the year following the year in which the hardship withdrawal is made, will be reduced by the amount the employee contributed in the year the withdrawal was made. Hardship withdrawals must be approved by the Employee Benefits Office. All withdrawals will be based on the value of the employee's account as of the last valuation date. No more than one withdrawal is permitted during any 12 month period. Hardship withdrawals must be for an immediate and heavy financial need for the reason selected on the front of this form. Disability requests will be sent to the Surgeon General for determination or the Program Manager may make the disability determination as defined by the Plan.
13. Employee is liable for payment of Federal income tax and penalties on any taxable portion of the distribution. Employee may still be responsible for his/her Federal income tax obligation in excess of the amount withheld. If you elect to roll over a lump sum distributions to an IRA or other qualified plan, you must do so within the time permitted by law (currently 60 days from the date payment is made) to avoid a tax penalty. If you have reached age 59 ½, there is no penalty when you receive your distribution, but the distribution is subject to Federal, state and local taxes unless rolled over into an IRA or other qualified plan. Distributions are subject to 20% Federal withholding tax.
14. Instructions on front of form.